

Policy No. HR-406

Employee Training & Development

Applies to: Applies to all employees of the Eastern Washington State Historical Society (EWSHS)

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- State rule – Chapter 357-34 WAC: Employee Training and Development
- State rule – Chapter 357-31 WAC: Holidays and Leave

Effective date: July 10, 2024

History: This policy updated the previous version dated May 6, 2020, which was last updated on February 1, 2017. HR-406 replaced HR Policy BP#131.

Approved by: EWSHS Board of Trustees

Purpose

The EWSHS believes that employee development and training is critical to sustaining a successful, high-performance organization. The Employee Training & Development Policy provides support to employees in developing occupational and professional skills and assigns employer responsibilities for providing training and development for employees. The goal of the Policy is to maximize employee potential and ability to contribute to the overall performance of the organization.

Definitions

Career Development – Progressive development of an employee's capabilities. Career development is meant to facilitate the employee's productivity, performance, job satisfaction, and advancement. Career development can happen through work assignments as well as education and training. The education and training may be state-sponsored or achieved by the individual employee's efforts. All career development must be consistent with the needs and obligations of the state and EWSHS.

Career Planning – A process designed to identify and provide opportunities for each employee's career growth through job experience, training, or continuing education.

Developmental Opportunities – Activities designed to develop employees' knowledge and skills for future job assignments.

Mentoring – Activities on the job where more experienced employees help less experienced employees develop job knowledge and skills.

Training – Activities designed to develop employees' job-related knowledge and skills for present job assignments.

Policy

Eligible Training

Employees are eligible to apply to attend training that will enhance their abilities to successfully perform their jobs and contribute to the agency's success. Certain training is required by WAC, RCW, or Executive Order. Other training may also be required by the agency. For required and recommended training visit the following website: [[Required and Recommended Training | Department of Enterprise Services \(DES\) \(wa.gov\)](#)].

Training may also be required as a result of an assessment of the organization's employee development and training needs. Training may be identified by supervisors or employees in individual Performance Development Plans (PDPs). Supervisors will outline specific job-related training as part of the PDP process. Employees may seek out developmental opportunities to enhance individual performance that will contribute to the agency's mission, goals, and objectives.

Training Approval

An employee must get supervisory approval for all training requests. Approval by the Executive Director may also be required for elective trainings lasting more than two business day or requiring travel. Supervisors are responsible for supporting employee development that benefits the organization or the pursuit of a performance-based culture. Supervisors must balance several factors in deciding to approve or not to approve an employee's request to attend training. Some of those factors include, but are not limited to:

- Budget.
- Staffing – to ensure operational need is covered.
- Job-relatedness of training requested.
- Relationship to career development plans.

Required training and other job-related training approved by the appropriate supervisor or Executive Director will be considered time worked. If required or otherwise approved training falls outside of an employee's standard work hours, the employee and the supervisor must determine what schedule modifications might be necessary to accommodate an employee's attendance at such training, e.g., schedule adjustments, exchange time, over time, flexible work time, etc.

With prior approval from the employee's agency, educational leave without pay may be used for furthering the employee's education. The employee must be permanent and the length of approved leave without pay for educational purposes is determined by the employer. An employee returning from authorized leave without pay will have return rights under WAC 357-31-340. (Employees returning from authorized leave without pay must be employed in the same position or a similar position in the same class and in the same geographical area, provided that such return to employment is not in conflict with rules relating to layoff).

Tuition Reimbursement

The agency may support tuition reimbursement that advances an employee's education. Tuition reimbursement must meet certain criteria to be considered for approval and is contingent upon the availability of sufficient funds:

- An employee must be a full-time permanent employee of the agency.
- Agency approval must be obtained prior to enrolling in a course.
- The course must be related to job progression related to the work of the agency, or identified in the individual's position description form.
- Reimbursement can only cover the cost of tuition.
- Reimbursement does not include books, supplies or parking fees.
- All tuition reimbursement is subject to the availability of funds and agency discretion and will not exceed \$4,000 per employee, per year.
- The employee will need to demonstrate successful completion of the course to receive reimbursement payment. Successful completion of the course means earning a grade of C or higher.
- Advanced tuition payment may be approved under special circumstances.
- An employee must use time outside of work hours and will not be compensated to attend college courses. The Agency may consider requests to adjust scheduled work hours in order to accommodate attendance of courses.
- Employees accepting the terms of this Policy will be required to sign a written agreement to remain with the agency for one year from the date of the last

educational reimbursement. If the employee voluntarily terminates agency employment within that year, they will be required to pay a monthly prorated amount of the tuition reimbursement to the agency.

Additional agency supported training outside of standard classroom training can include but is not limited to:

- Developmental job assignments – depending on operational need.
- E-Learning.
- In-training appointments to positions.
- Rotational assignments within or to other agencies - depending on operational need.
- Mentoring arrangements.
- Non-permanent appointments or project assignments.
- Attendance at professional conferences.
- College-level courses that will enhance an employee’s career growth.
- On a case-by-case basis, agency may support other employee developmental activities.

Supervisory and Management Training:

In addition to training required for all staff, supervisors and managers are also required to attend supervisory/management-related training per Department of Enterprise Services guidelines.

Primary roles and responsibilities for Employee Development & Training within the EWSHS.

Role	Responsibilities
Supervisor/ Manager	Articulate requirements for training with employees. Support and encourage individual development of employees. Initial review and approval of training and tuition reimbursement requests.
Learning Administrator	Enroll employees in training in a timely manner with appropriate authorization.
Executive Director	Reviews and approves training meeting the above criteria and tuition applications.
Employee	Attends required training. Continually seeks out developmental opportunities. Follows registration procedures established for enrollment in training.